



Pennsylvania Historical & Museum Commission

Tom Corbett, Governor • Andrew E. Masich, Chairman • James M. Vaughan, Executive Director

CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

FFY 2015

Guidelines & Application Instructions

DEADLINE

January 16, 2015 – Completed Application Due (post-marked)

FOR GRANTS UP TO \$18,000

Bureau for Historic Preservation
Commonwealth Keystone Building, 2nd Floor
400 North St.

Harrisburg, PA 17120

<http://phmc.info/historicpreservation>

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CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM
FEDERAL FISCAL YEAR 2015
GRANT GUIDELINES AND APPLICATION INSTRUCTIONS

FULL APPLICATION DEADLINE: January 16, 2015

The Bureau for Historic Preservation (BHP), acting as the State Historic Preservation Office (SHPO), is one of five bureaus of the Pennsylvania Historical and Museum Commission (PHMC). BHP administers the Commonwealth's historic preservation programs under the authority of the National Historic Preservation Act (NHPA) and the Pennsylvania History Code, and provides services to carry out these programs.

The Bureau for Historic Preservation uses its resources to educate, encourage, and enable Pennsylvanians to value and preserve the Commonwealth's cultural and historic heritage.

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This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age, or disability. Any person who believes he or she has been discriminated against in any program, activity, or facility operation by a recipient of Federal assistance should write to Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, DC 20013-7127.

INTRODUCTION

Since 1966, when Congress established a preservation program for the United States, the national historic preservation program has operated as a decentralized partnership between the Federal government and the States. In the simplest of terms, the Federal government established a program of identification, evaluation and protection of historic properties and prehistoric sites. Federal, State, Tribal and Local governments each have clearly defined and mutually beneficial roles in the national historic preservation partnership.

The National Historic Preservation Act, as amended (16 USC 470 et seq.) contains the legal basis of the new federal-state-local preservation partnership. The role of “Certified Local Governments” (CLGs) in the partnership involves at a minimum, (1) responsibility for review and approval of nominations of properties to the National Register of Historic Places, and (2) eligibility to apply to the State Historic Preservation Officer (in Pennsylvania, the Executive Director of the Pennsylvania Historical and Museum Commission) for matching funds earmarked for “Certified Local Governments.” In order to become certified, a local government must meet several requirements, chief of which is to have enacted a historic preservation ordinance and appointed a historic district (or preservation) commission with at least two members who meet National Park Service professional qualification standards.

One of the benefits of certification is a local government’s eligibility to compete annually for CLG grant funds. Every year, the Commonwealth of Pennsylvania makes at least 10% of its annual apportionment of the Historic Preservation Fund available to Certified Local Governments meeting minimum requirements. What follows is general information about the CLG Grant Program and instructions for completing the application.

There are two separate documents you must obtain to complete the FFY 2015 CLG Grant Application. These documents are:

- 1. These FFY 2015 CLG Grant Guidelines and Application Instructions**
- 2. The FFY 2015 CLG Grant Application Form**

These documents are available from PHMC. Please contact Andrea MacDonald at (717) 787-4215 or amacdonald@pa.gov for more information.

PART I: GRANT PROGRAM GUIDELINES

ELIGIBLE APPLICANTS

All CLGs within the Commonwealth of Pennsylvania are eligible to compete for CLG grant funds if they have continued to comply with the conditions of their Certification Agreement and State performance standards, including submission of CLG Annual Reports.

Local governments receiving CLG grant funding become grantees of the Commonwealth. All grantees must be provided with, or have access to, appropriate technical and financial management assistance in order to meet and maintain, for the period of the grant award, standards outlined in a grant contract drafted after the announcement of the awarding of funds and signed by the local jurisdiction.

Pre-application counseling with Community Preservation Coordinators

In an effort to ensure that applicants submit applications that are consistent with the guidelines, the Bureau is requiring all prospective grantees to consult with the Community Preservation Coordinator for their region PRIOR to submitting a CLG grant application. The Coordinators can advise you on the scope, timeline and budget for the grant project as well as review draft narratives. To ensure that the Coordinators have enough time to counsel all prospective applicants, please contact your Coordinator at least 30 days prior to the deadline to schedule an appointment. See the map on the following page for the appropriate contact information.

CLG GRANT PROGRAM SCHEDULE

The application and selection process will follow this established schedule:

- | | |
|-------------------------|---|
| October 2014 | Official Announcement of Grant Application Availability
PHMC staff assistance is available for application consultation, project planning, and identifying sources of alternate and matching funding. Prospective applicants must contact their Community Preservation Coordinator to schedule a consultation on their application. |
| January 16, 2015 | Full Application Due
Fully completed applications must be post-marked on or before January 16, 2015 . The Application must include the application form and all required attachments. <i>Applicants must submit one signed original and five copies of the application to PHMC.</i> In addition, applicants must submit an electronic version of the application form to amacdonald@pa.gov . |
| February 2015 | Evaluation of Applications Completed
PHMC Staff presents the results of their evaluation to the Pennsylvania Historical and Museum Commission. The Commission will approve or deny each grant application. Applicants will be notified in writing of the Commission's decision, generally within 2 weeks of the Commission meeting. |
| August 1, 2015 | Project Start Date
Grant funded activities may begin on or after August 1, 2015. Work that commences prior to this date is not eligible for reimbursement. |
| July 31, 2016 | Project Completed
All work on the project must be completed <i>no later than July 31, 2016</i> . |

IMPORTANT APPLICATION INFORMATION

Applicants must submit one (1) signed original and five (5) copies of the CLG Grant application and all attachments to the Pennsylvania Historical and Museum Commission. The grant application must be stapled or clipped in the left-hand corner and have the first page of the grant application as the top sheet. Do not submit applications in binders or as spiral bound books. Do not include a cover letter, table of contents or separator pages between sections. In addition, applicants must submit an electronic version of the application form to amacdonald@pa.gov.

All materials submitted in the application packet become the property of PHMC and will not be returned.

DEADLINE

Federal Fiscal Year 2015 completed CLG Grant application packages must be submitted via mail (e.g., United States Postal Service, UPS, Federal Express). All application packages must be postmarked by **January 16, 2015**. PHMC strongly recommends submitting

application packages by registered mail. **Hand-delivered applications will not be accepted.**

In addition, grantees must submit an electronic version of the application form to Andrea MacDonald at amacdonald@pa.gov on or before January 16, 2015. Submission of an electronic version is not a substitute for the required paper application. An application will not be considered complete unless an original paper application, with all required copies, is received by the PHMC postmarked no later than January 16, 2015.

Send one original and five (5) copies of the completed application by **January 16, 2015** (postmarked) to:

Rhonda Johnson
PHMC
300 North St., 5th Floor
Harrisburg, PA 17120

ELIGIBLE PROJECTS AND FUNDING PRIORITIES FOR FFY 2015

CLG funds may be used for a wide variety of heritage preservation activities. However, all CLG-funded activities must meet the Secretary of the Interior's *Standards for Archeology and Historic Preservation*. In addition, consultants working on grant-supported projects must meet the applicable minimum requirements of the Secretary of the Interior's *Professional Qualification Standards* as set forth in the Code of Federal Regulations, 36CFR61, published in the Federal Register, Vol. 48, No. 190, pages 44738-39 (available from PHMC or on the Internet at www.cr.nps.gov/local-law/Prof_Qual_83.htm).

*****NEW FOR FFY 2015*****

- **Shared Services/Circuit Rider**

PHMC is encouraging CLGs to explore ways to increase the capacity of their historic preservation program by sharing the costs of hiring full or part-time staff/contractors with neighboring/nearby CLGs. Commonly referred to as circuit riders, shared staff can help to professionalize and streamline Certificate of Appropriateness processing and review, provide technical assistance to property owners, provide staff support to HARB/Historical Commissions, update/gather survey information, develop publications/educational materials, participate in planning efforts, and advise other staff/departments on preservation issues.

A CLG grant may be used to provide a portion of the salary/contract payment for a circuit rider servicing 2-3 CLGs on a full or part time basis. Grant funds may also be allocated to seed specific projects (i.e. pamphlets, guidelines, or surveys) that the circuit rider may be expected to work on. In most instances, participating CLGs will need to provide cash as matching funds in order to provide an attractive salary/contract for a qualified candidate. Because of the regional and multiplied impact of shared service projects, applications from 2 communities may request up to \$20,000, and 3 communities may request up to \$24,000 in grant support.

It is PHMC's intention to support this type of project as a way of demonstrating value and increasing local capacity and effectiveness in the near term, with the eventual goal of self-sufficiency. Participating CLGs should understand that grant support for such positions cannot be guaranteed from year to year, and that within a period of 3-5 years such positions should be sustainable without grant funds.

Grants may be administered by one municipality on behalf of all participating communities, or the participating CLGs may designate a third party administrator (see page 14). Examples of third party administrators may include nonprofit organizations, county agencies, councils of government, etc. In all cases, one participating municipality must agree to serve as the lead applicant.

If your community is interested in exploring a circuit rider and you would like assistance identifying other interested communities, please contact your Community Preservation Coordinator early in the application cycle for assistance.

- **Municipal Program Administration**

Grant awards for municipal program administration, including staff salaries and consulting services for normal ordinance administration and design review will be limited to \$12,000 in FFY 2015. Multicomponent grants that include program administration as a task may apply for up to \$18,000, but should limit the amount of grant funds dedicated to administration-related services to \$12,000 in the project budget.

- **Training**

Training continues to be a vital need expressed by decision-makers in CLGs. PHMC expects to provide scholarship funds for the Pennsylvania Statewide Conference on Heritage and/or the National Alliance of Preservation Commissions FORUM 2016, both occurring in July 2016. CLGs who wish to pursue other training opportunities for HARB/Commission members and staff, including retaining outside speakers, purchasing reference materials, and attending lecture/symposia/conferences may request up to \$1,000 in their grant budget for such activities. These activities must be reviewed by your Community Preservation Coordinator in advance to ensure that they meet the intent of the training requirement.

The Project Methodology should include information on the nature of the training activity, topics, and how key decision-makers (especially HARB/Commission members) will be encouraged/required to attend.

If multiple communities desire to partner together to host a regional training program, one municipality may request up to \$5,000 to underwrite eligible costs of that program. Please provide details about the participating communities, the subjects to be covered, and potential speakers/contractors.

Eligible projects for the current grant round will fall into one or more of the categories below. The types of projects described within each category are for illustrative purposes only and should not be viewed as an exhaustive list of eligible activities.

PROJECT GRANTS – eligible for up to \$18,000 in grant funds

Planning – Projects that involve the collection and analysis of data related to historic preservation for the purposes of developing goals, strategies and recommendations related to the identification, protection, and preservation of historic resources. Eligible activities might include:

- Incorporation of historic and cultural resources into a municipal, multi-municipal or county comprehensive plan either as a discreet plan element or integrated throughout the planning document;
- Development of a stand-alone historic preservation plan;
- Community/neighborhood level plans that have historic preservation/cultural resources as a central theme;
- Review and revision of existing ordinances or preparation of new ordinances related to historic resources.

Design Guidelines/Design Assistance – Projects that involve the preparation of documents intended to be used in the review of applications for Certificates of Appropriateness or similar approvals or providing direct design assistance to the owners of historic properties. Eligible activities might include:

- Development and printing of design guidelines for local historic districts and preservation commissions;
- Retaining a design professional to consult with business owners within a historic community on exterior improvements.

National Register Nominations/Multiple Property Documentation – Grant assistance is available for preparing nominations to the National Register of Historic Places for resources already determined eligible for listing by the Pennsylvania Historical and Museum Commission (PHMC). Nominations must be prepared in accordance with the BHP's standards, guidelines and documentation requirements. Although nominations for individual properties will be accepted, Priority will be given to grant applications that involve nominating historic districts or multiple resources. Preparers will be required to attend a special training session in Harrisburg, and this cost should be factored into the proposal. Examples of projects include:

- Nominations for historic districts, including rural historic districts;
- Multiple property nominations; and
- Nominations for archaeological sites.
- Conducting thematic research that supports historic context development for more effective evaluation and protection of architectural, archeological or cultural resources;

Cultural Resource Survey - Grant assistance is available for conducting cultural resource surveys. The survey area should be limited to the corporate boundaries of the applicant Certified Local Government, unless the applicant is applying on behalf of multiple municipalities. Surveys may be organized by municipal limits, by drainage area or physiographic zone (for archaeological surveys), by historic theme, or by property or site types. Projects must be conducted in accordance with the BHP's standards, guidelines and documentation requirements. Consultants will be required to attend a special training session in Harrisburg, and this cost should be factored into the proposal. Eligible project activities include:

- Identifying, documenting and evaluating standing structures through broad-based comprehensive surveys completed by qualified professionals;
- Researching, documenting and evaluating individual historic and archeological sites (e.g. historic structures reports, archeological site reports and Historic American Building Survey (HABS) documentation);
- Conducting broad-based, comprehensive archeological investigations by qualified individuals to identify, evaluate, and document the full range of prehistoric and/or historic archeological resources within a municipality.

Revitalization/Reuse Studies - Grant assistance is available for the preparation of predevelopment studies for individual historic buildings, neighborhoods, or corridors within the Certified Local Government. Targeted buildings/neighborhoods should be within a designated historic district or zoning overlay, or factor prominently into existing comprehensive, economic development, or community revitalization plans. Examples of projects include:

- Design charrettes, market analyses, structural analyses, or feasibility studies for a significant building or complex within a community;
- Studies and research aimed at the revitalization of historic commercial or residential neighborhoods. Preference will be given to designated Main Street and Elm Street areas;
- Conducting studies to determine the fiscal impact and potential of heritage preservation activities and resources.

Public Education – Grant assistance is available for projects that result in products and programs that increase the public's understanding of and appreciation for historic preservation and cultural resources. Examples of projects include:

- Producing heritage education materials, ranging from publications to websites and curricula;
- Sponsoring workshops, seminars, or demonstrations on rehabilitation, repair, or maintenance of historic buildings for property owners.
- Preparing publications for a scholarly or general audience summarizing the current state of knowledge of the community's architectural, archeological and cultural history; and

PROGRAM ADMINISTRATION – eligible for up to \$24,000 in grant funds*

Municipal Program Administration [up to \$12,000 grant] - Grant assistance is available for staffing and consultant services that support the effective administration of a single municipality's historic preservation program as well as other comprehensive revitalization strategies. Eligible grant activities may include:

- Salary and benefits for staff who have a direct role in implementing the municipal historic preservation plan and administering related ordinances;
- Professional services provided by an outside consultant, including review of and technical reports on applications for Certificates of Appropriateness, and related activities.

Shared Services/Circuit Rider [up to \$24,000 grant] - Grant assistance is available for staffing/contractor services that support the effective administration and increased capacity of 2 or more municipalities' historic preservation programs as well as other comprehensive revitalization strategies. Eligible grant activities may include:

- Salary and benefits for staff or contractors who have a direct role in implementing the municipal historic preservation plan and administering related ordinances, including review of and technical reports on applications for Certificates of Appropriateness, and related activities.
- *If the staff/contractor will provide services to 2 eligible municipalities, the maximum grant request is \$20,000; if the services will be shared amongst 3 communities, the maximum grant request is \$24,000.

TRAINING – eligible for up to \$1,000 in grant funds

Training - Grant assistance is available for activities, projects, and programs that increase the knowledge, skills, and abilities of individuals involved in the administration of the municipal historic preservation program. This includes appointed members of Historic Architectural Review Boards, Historical Commissions, Planning Commissions, and Zoning Boards, the municipal staff providing support to such boards and commissions, elected officials, planners, codes officials, solicitors, etc. Eligible training expenses are limited to programs that have a clear and direct relationship to historic preservation, planning, zoning, and related issues. Training expenses may be included as a separate line item in the overall grant application, but should be addressed specifically in the Project Description and other relevant sections of the application. Examples of eligible expenses include:

- Registration and travel expenses related to the Pennsylvania Statewide Conference on Heritage, the National Preservation Conference, National Alliance of Preservation Commissions FORUM 2016, Vernacular Architecture Forum, or similar event;**
- Membership in a statewide or national-level organization that provides technical assistance and resources on historic preservation issues (e.g. National Alliance of Preservation Commissions, National Trust for Historic Preservation);
- Purchase of publications, videos, or other educational materials;
- Honoraria and travel expenses for expert speakers.

**PHMC expects to provide a limited number of competitive scholarships to the 2016 Statewide Conference on Heritage and NAPC FORUM at a later date. This application should focus on other training activities the municipality may wish to undertake in addition to or in lieu of attending those events.

The list of example projects within each category is not exhaustive, but all activities for which grant support is requested should fit within one or more of the listed categories. Grant applications may include activities from multiple categories, but questions on the application form related to methodology, timetable, and budget should clearly communicate how these individual components will be completed.

Certified Local Government funds may not be used to support the survey, evaluation, or recordation of resources conducted in anticipation of a project requiring a State or Federal permit, license, or funding (i.e. projects that will undergo a Section 106 or State History Code review). Similarly, CLG funds may not be used to undertake mitigation activities performed as a condition or precondition for obtaining a state or federal permit or license.

PROJECT SELECTION CRITERIA

Grant proposals will be reviewed using the criteria and questions outlined below. A multidisciplinary committee of BHP staff evaluates each proposal on the merits of its method, goals, and products, with careful attention to the budget and demonstrated experience of the applicant in managing grant funds. Typically, a successful application clearly demonstrates that the project will make a significant contribution to meeting the stated goals of both BHP and the local preservation community, and that it will be managed carefully in a professional manner. The application narrative should be developed in a manner that is mindful of these criteria.

1. Local Resources and Preservation Program

- Does the application provide an adequate overview of the community's historic resources and its historic preservation programs?
- Does the municipality's historic preservation program address historic and archaeological resource issues and goals throughout the community, or is the activity limited to a few selected resources or neighborhoods?
- Has the municipality demonstrated a commitment to fulfilling its responsibilities under the CLG Program?

2. Relationship to Statewide Historic Preservation Plan

- How closely does this project or activity correspond with the goals and objectives of the statewide plan?
- Is this relationship clearly expressed in the application?

3. Project Methodology and Readiness

- Is the need for the project clearly presented in the application?
- Is the proposed project or activity described thoroughly in the application?
- Are the project goals clearly defined and measurable?
- As outlined in the work plan, is the project achievable within the grant period?
- Does it provide a chronology of steps required?

4. Project Timetable and Work Products

- Is there a detailed and realistic plan for starting and completing this project on time, including a schedule or timetable of activities and work product submissions?
- Will there be tangible work products? Are these work products clearly defined in the application?

5. Project Impact and Educational Value

- How will this project benefit the community?
- How does the project provide concrete action to protect, conserve, or document historic resources in the community?
- How can the results of the project be coordinated with local, state or federal planning efforts?
- How will this project increase the capacity and effectiveness of the Certified Local Government to address historic preservation needs?
- Is there a plan to promote this project to the public?
- Does this project include an educational component intended to raise awareness of the community's historic and archaeological resources and to promote their preservation?
- How permanent and far reaching is this educational component of the project? Does the project utilize methods or techniques that are transferable for statewide, regional or local application, i.e. does the project have potential to be a "model"?
- Do the submitted letters reflect the community's support for the project and awareness of the municipality's overall preservation programs?

6. Matching Funds

- Does the municipality have a firm commitment for matching the grant funding?
- Cash matching funds reflect the community's commitment to the proposed project. ("Cash" does not include the money budgeted for staff wages and salaries.) Does the project budget include a significant cash match?
- If the municipality has been awarded a grant in the past, has it demonstrated its ability to meet the requirement for matching funds?

7. Professional Capability

- Does the application identify project personnel by name and/or include a detailed job description and qualifications for the consultant?
- Does it outline the responsibilities of the personnel and include resumes for them?
- Do the qualifications of project personnel reflect a clear understanding of the skills and experience needed to undertake the project?

- Are the identified personnel qualified and appropriate?
- Does it identify the grant manager? If not, does the municipality's staff have the experience necessary to administer a grant, and successfully complete the project within the grant period?

8. Administrative Capability (points awarded by PHMC fiscal staff)

- Has this municipality successfully managed a CLG grant in the past, including timely submission of progress reports and financial documentation? (CLGs that have not previously received funding will be given a satisfactory rating.)

9. Budget

- Is the budget complete, detailed, and accurate?
- Is it realistic and appropriate for the project?
- Are the potential benefits of this grant in proportion to the amount requested? (i.e. Will it provide a good "bang for the buck?")

10. Application Checklist

- Did the applicant contact their regional Community Preservation Coordinator before completing the application?
- Is the application accurate and complete?
- Are the supporting documents helpful?

11. Funding Priority

- Is this project innovative, and does it have the potential to be a "model" for other CLG communities?
- How much CLG funding has this municipality been awarded over the past 5 years, or is this a new CLG or a first-time applicant?
- Is this applicant in an area of the state that is underrepresented in the CLG Program?
- Will this grant provide the municipality with the tools or products that can help them build their capacity and more effectively preserve historic and cultural resources in the future?
- Are the project products expected to be consistent with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* and/or the *Standards for Preservation Planning*?

GRANT AMOUNTS

The total funds available for the FFY 2015 CLG Grant round are anticipated to be approximately \$115,000. The final amount available for FFY2015 is uncertain as of the time of publication, as Congress has not passed a final budget for Federal programs in FFY2015, including the Historic Preservation Fund. Individual grant awards generally range from \$3,000 to a maximum of \$18,000.

The maximum grant award for applications solely for municipal program administration (see description on page 6) will be \$12,000. If, in addition to municipal program expenses, the application includes other eligible tasks, the maximum amount awarded for municipal program administration expenses will be \$12,000.

PHMC reserves the right to award grants in excess of \$18,000, up to \$25,000 in situations where a project's scope and impact justify higher levels of support or are of statewide significance. If you believe you have a project that meets these criteria please discuss your idea with your Community Preservation Coordinator early in the application process.

MATCHING SHARE REQUIREMENTS

CLG grants are available to local governments on a 1/1 matching basis. That is, each one dollar of grant funds must be matched by one dollar of non-Federal funds (excluding Community Development Block Grants). This match may consist of cash, an equivalent dollar value of in-kind services, or a combination of both.

PHMC will accept two types of matching contributions – cash and in-kind. Determining which type of match your community is providing can be tricky, so please follow the following guidelines.

Cash match – Cash match includes funds appropriated by the municipal government, secured from a different grant source, or provided by a third-party organization or individual in support of the activities described in the grant application. If the matching funds are only a portion of a larger funding source, then only the dollar amount actually spent on the grant-supported activities is considered eligible match.

In-Kind match – In-Kind match is defined as non-cash contributions provided by the CLG or third-party in support of the grant supported activities. This may include reasonable costs for such items as the use of a government-owned car, secretarial support, telephones, and photocopying. *Please note that the salaries of any person(s) currently on staff and identified as project personnel will be considered as in-kind, not cash, match.*

- PHMC will not accept the time expended by HARB or Historical Commission members performing their normal duties (i.e. attending regular meetings, reviewing COA applications, etc.) as eligible match.
- Time spent by HARB or Historical Commission members participating in “special” projects outside of their regular design review duties (e.g. assisting with historical research for a survey, attending special meetings related to design guidelines, etc.) may be considered eligible match. All time contributed by volunteers, including HARB and Historical Commission members regardless of profession, will be valued using the latest national valuation of volunteer time provided by the Independent Sector and posted on their website: http://www.independentsector.org/volunteer_time?s=volunteer%20time. **The value for documented volunteer time for purposes of the FFY2015 grant application is \$21.94/hour.**
- Municipal staff may value contributed time at their full hourly rate, including salary and fringe.
- Donated or discounted professional services provided to the CLG in support of the grant supported activities may be valued at their full market value.

Some examples of eligible and non-eligible match:

- **Example 1:**

The grant application requests \$10,000 to support a comprehensive survey of historic properties within the borough. The survey will be prepared by a consultant for a fee of \$20,000. The Borough Council has agreed to provide \$10,000 in cash from its general fund to pay the consultant. The project will be managed by the municipal Planning Director, who will also administer the grant (prepare progress reports, reimbursement requests, etc.). The Planning Director anticipates spending 100 hours on project management and grant administration and has a total hourly rate of \$35. Each of the 5 HARB members will spend 10 hours reviewing the survey reports and assisting with the survey at an hourly rate of \$21.94.

- The total cash match is \$10,000, provided by the Borough Council through the general fund.
- The total in-kind match is \$4,597.00.
 - Planning Director – \$3,500 (100 X \$35)
 - HARB - \$1,097.00 (5 members X 10 hours each X \$21.94)
- The TOTAL MATCH is \$14,597.

- **Example 2:**

The grant application requests \$15,000 to support program administration, including hiring an outside consultant to assist with COA review. The total fee for the consultant is \$25,000. The City Council has appropriated \$10,000 in CDBG funds as a match. A member of the City Planning Department staff spends approximately 20 hours per month on HARB/ordinance administration and is paid at a rate of \$30/hour. The 5 HARB members each spend approximately 5 hours each month reviewing COA applications and attending meetings.

- The total cash match is \$10,000, provided by the City Council from CDBG funds
- The total in-kind match is \$7,200 – (City Planner 20 hours/month X 12 months X \$30)
- The time spent by HARB members is not eligible match.
- The TOTAL MATCH is \$17,200.

- **Example 3:**

The CLG applies for a \$10,000 grant to develop a revitalization plan for the community's commercial district. The plan will be prepared by an outside consultant at a total cost of \$40,000. The Borough has received a \$10,000 grant from the Pennsylvania Department of Community and Economic Development for the plan, and the local Chamber of Commerce will contribute \$10,000 to the project. The local National Heritage Area will also contribute \$10,000 from its National Park Service appropriation to the plan.

- The total ELIGIBLE cash match is \$20,000 (\$10,000 DCED grant and \$10,000 from Chamber of Commerce).
- The NPS funds from the Heritage Area are not eligible because Federal funds cannot be used to match Federal funds (except for CDBG).

CLG grants are 50% matching **REIMBURSEMENT** grants. The grant is payable to the recipient during or at the conclusion of the funding period, based on the financial documentation submitted. This means that for every dollar expended, the recipient will be reimbursed 50 cents for all allowable costs up to the amount of the grant.

Disbursement will occur based upon requests for payment submitted by the grant recipient in a form satisfactory to the PHMC and upon fulfillment of the other requirements of the grant contract.

ALLOWABLE COSTS

The following is a description of what costs are allowable under the PHMC CLG Grant Program. This list, although relatively complete, is not all-inclusive. If you have any questions regarding allowable or unallowable costs, please contact Rhonda Johnson at rhojohnson@pa.gov or (717) 783-2838 before you apply for, or expend, grant funds.

Accounting

Cost for recruitment of personnel for grant program, solicitation of bids for buying goods or services for grant program, notices required by Federal or State regulation. Funds may be used to advertise agendas which include review of National Register nominations as part of the "Certified Local Government" responsibilities.

Auditing

Costs for auditing the administration and management of the project grant.

Communications

Cost for telephone, etc., which are directly related to the grant project program or administration of the grant.

Consulting Services

Cost for retaining qualified consultants to provide assistance for design review, program administration, planning, or other necessary contractual services.

Employee Wages, Salaries, Fringe Benefits

Cost for payment of employees hired to carry out or administer the grant project program only.

Equipment

Equipment costing less than \$5,000 which is critical to the accomplishment of the grant project program is eligible; however its inclusion in a project budget is highly discouraged. Prior written approval from the PHMC and National Park Service is required for purchase of any automated data computing equipment.

Exhibits

Cost of exhibits directly related to the process, accomplishments, or results of the grant project program.

Legal Expenses

Cost of legal expenses required for administering the grant project program.

PLEASE NOTE: Legal services provided by a municipal solicitor to a HARB or Historical Commission as part of their general responsibilities are not allowable expenses.

Materials and Supplies

Cost of materials and supplies necessary to carry out the grant program.

Memberships, Subscriptions

The cost of membership in civic, business, technical and professional organizations provided that:

- 1.) the benefit from membership is directly related to the objectives of the project grant;
- 2.) the expenditure is for agency rather than personal membership;
- 3.) the cost of membership is related reasonably to the value of the services received; and
- 4.) the expenditure is not for membership in an organization which devotes a substantial part of its activities to influencing legislation.

Meetings and Conferences

Costs are allowable when the primary purpose of the meeting is to disseminate information relating to the grant program.

National Register Nomination Preparation

Costs for nominating properties to the National Register of Historic Places.

Planning Studies

Studies used to understand, predict, and plan for trends affecting (and impacts to) historic properties, and to guide resource management decisions and operations.

Printing and Production

Cost of printing forms, reports, manuals, and informational literature directly related to the grant program. This can include routine correspondence, minutes, and other paperwork required for program administration.

Newsletters, pamphlets, news releases, etc., which inform or instruct individuals, groups or the general public of local historic preservation accomplishments or problems/issues directly related to the grant program.

Reports such as the annual report required of Certified Local Governments, or necessary for reporting achievements of the grant program.

Research

Costs of historical, architectural, or archaeological research necessary to carry out the grant program. Purely archival research is an unallowable cost.

Training and Education

Costs of in-service training for employees or Boards of Historic Architectural Review or similar commissions which directly or indirectly benefits the objectives of the grant program.

Travel

Costs are allowable for expenses for transportation, lodging, subsistence, etc. for individuals with official status or on business for the grant program.

Survey

Costs for undertaking a professionally organized or supervised inventory and survey of buildings, structures, and sites of historical or architectural significance.

GRANT TERM:

Project work under the grant must be completed within the time period established in the grant contract. For FFY 2015 grants, all work should be completed no later than July 31, 2016.

INTERIM PROGRESS AND FINAL REPORTS:

Grantees are required to provide regular reports to the Commission detailing the progress made during the reporting period as well as anticipated next steps in the next reporting period. These reports must be submitted according to the form and schedule included in the Grant Agreement, but no less than quarterly during the grant period. Grantees must also submit a final report and accompanying work products in the manner specified in the Grant Agreement. PHMC reserves the right to withhold final payment until all required reports and documentation have been submitted.

COMPLIANCE WITH STATE AND FEDERAL REGULATIONS:

Grant recipients are required to comply with all applicable statutes, ordinances, executive orders, regulations and Commonwealth requirements and policies, including Contractor Responsibility and Integrity provisions (See, Enclosure 1 to Management Directive 215.8, Amended; Management Directive 215.9), the Pennsylvania Right-to-Know Law and laws regarding drug, alcohol, and smoke-free workplaces, disabled access, equal opportunity in employment, housing, and credit practices, and prohibiting sexual harassment or discrimination on the basis of race, color, creed, religion, national origin, gender, sexual orientation, marital status, familial status, or physical and/or mental disabilities in any aspect of the grant. Additional information about these compliance requirements is available through the CLG Grant program staff.

PROGRAM ADMINISTRATION:

If it is determined by the Commission that the grantee is not complying with any of the requirements of the program or the grant contract, the Executive Director of the Commission may terminate the grant, refuse to make additional grant disbursements, or suspend or debar a grantee from further program participation. Each grantee shall agree to abide by the project scope of services and budget approved by the program. A grantee shall request in writing permission from Commission staff for any deviation from the approved project scope of services and/or budget.

- ♦ **Grantee Administration:** Grantees, contractors, and subcontractors must maintain their books, accounts, and records, using normally accepted accounting procedures, and must file with the Commission those financial and other reports, as required under the grant contract. All of these books, accounts and records must be open to inspection by representatives of the Commission or other agencies of the Commonwealth during reasonable working hours before, during, or after the period of time during which grant proceeds are expended. Grantees must make their administrative offices and personnel – whether full-time, part-time, consultants, or volunteers – available to the Commission upon request. Books, accounts, and records of contractors and subcontractors must be maintained and made available for inspection for **up to three (3) years** after either the date of grantee's final expenditure of grant proceeds or the termination of the contractual relationship between the Commission and the grantee, whichever is later. Grantees must submit a final report, as well as any interim reports required by the Commission, documenting project progress and evaluating project effectiveness. Grantees will be expected to include as part of these reports documentation of all expenses related to the Grant.

CLG Grant program staff is available to assist applicants with any questions they may have about the above terms and conditions.

ACKNOWLEDGEMENT OF SUPPORT AND NON-DISCRIMINATION STATEMENT:

The grantee agrees to include in any material based on or developed under the grant the following credit line and non-discrimination statement:

“This publication has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior, made available through the Pennsylvania Historical and Museum Commission, Bureau for Historic Preservation. However, the contents and opinions do not necessarily reflect the views or policies of these agencies.”

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:

Office of Equal Opportunity
National Park Service
1849 C Street, N.W.
Washington, D.C. 20240

POOLING CLG GRANTS

Grants can be pooled by CLGs for specific purposes. For example, several CLGs could pool a grant to share the services of a preservation professional that could travel among the CLGs as a “circuit rider.” Such an arrangement is permissible when the following conditions are met:

1. All local governments involved in the pooling are certified;
2. One CLG is designated as the administrator of the grant and identifies itself as such in its request for CLG funding;
3. The CLG designated as the administrator of the grant has consented and demonstrates such agreement by submitting a letter with the following information to PHMC in conjunction with its CLG grant application:
 - a. Names of all CLGs involved in the pooling of CLG grants and signatures of each CLG’s chief elected local official or designee;
 - b. The amount of CLG grant funds requested to be used in the pool;
 - c. The donor, source, kind, and amount of each CLG matching share commitment to the total grant; and
 - d. The proposed products or services provided by the grant.

The maximum grant amount for pooled grants is \$18,000, unless the scope and impact of the project or services justifies a larger grant. The maximum award under such circumstances is \$25,000. Applicants considering requesting grant funds in excess of \$18,000 must discuss this with their Community Preservation Coordinator prior to application.

THIRD-PARTY ADMINISTRATION

CLG grants may be administered by a designated third-party if the CLG indicates in its funding application to PHMC that it wants any grant awarded to it to be administered by a specific organization. Designation of a third-party to administer a grant is not a procurement action. Such delegate agency may be another unit of local government, a commercial firm, a nonprofit entity, or an educational institution as long as it has appropriate administrative capability. This provision is intended to facilitate such projects as workshops for multiple CLGs, or hiring a consultant to perform services for several CLGs.

The grant agreement will be executed between PHMC and the CLG’s designated administrative agent provided that the CLG’s grant application designates a third party to administer the grant. The third party will be reimbursed for project expenses as the work is completed in compliance with all conditions of the grant agreement. Any CLG receiving grant assistance under this provision must continue to satisfactorily comply with the conditions and requirements of its certification agreement with PHMC.

PART II: GRANT APPLICATION INSTRUCTIONS

The following are detailed instructions for completing the PHMC CLG Grant application form, which is a separate document. Please contact Community Preservation Coordinator for your region if you have any questions regarding the application.

PART I – General Information

1. Applicant Information

- Indicate the name of the authorized local government that is seeking CLG Grant funds.
- Indicate the mailing address of the local government.
- Indicate the street address of the applicant if different than the mailing address.
- Include the jurisdiction's EIN number (federal employer identification number). This nine-digit number is assigned by the Internal Revenue Service (e.g. 23-123456).
- Include the federal Congressional district of the applicant. It is important that the applicant's correct Congressional district is indicated.

2. Project Contact Person Information

- Indicate the name and title of the individual who will serve as the contact person for the grant. The contact person should be someone very familiar with the application.
- Indicate the mailing address of the contact person if different from the applicant's mailing address.
- Indicate the daytime phone number(s) of the contact person.
- Indicate the email address of the contact person.

3. Project Information

- Enter either the title of the project under consideration.
- Briefly summarize your project in the space provided, clearly stating the goals of the project and how the goals will be attained. For example, "The [name of local government] will secure the expertise of an architectural historian to conduct a historic sites survey in the communities of _____. A research design, final report, and approximately 40 Pennsylvania Historic Resource Survey Forms will be produced. The development of a detailed inventory of the area's heritage resources is the needed first step towards the creation of a comprehensive historic preservation plan for the area."
- The electronic application limits this section to no more than 250 characters. **DO NOT ADD PAGES TO THE BRIEF SUMMARY.** The entirety of Part I must not exceed one page.

4. Project Budget

- Indicate the amount of grant funds requested from the CLG Grant fund on line A.
- Indicate the amount of cash match the applicant will provide for the project on line B. (See Guidelines page 7.)
- Indicate the amount of in-kind contributions the applicant will provide for the project on line C.
- Add lines B and C to equal line D, the total applicant contribution to the project.
- Indicate the total project cost. This should equal the sum of money requested from the CLG Grant fund plus the total of anticipated cash and in-kind contributions from the applicant (this will be the sum of lines A and D). **Ensure that these numbers match those on the budget form in Part III of this application.**
- Please note that CLG grant funds may not be used to pay for costs incurred prior to PHMC's awarding of the grant.

5. Eligible Grant Supported Activities

- Indicate what types of activities the grant funds are being requested for. Check all that apply.
- A single grant application may include multiple tasks/activities provided that the scope and budget sections of the application adequately describe and account for each task.

Part II – HISTORIC PRESERVATION IN YOUR COMMUNITY

6. Historic Resources in Your Community

- Describe the architectural, archaeological, or cultural resource(s) involved in this project, including a brief description of locally designated resources protected by the municipality's historic preservation ordinance.
- It is not necessary to copy/paste portions of National Register nominations or other designation documents or to include lengthy narrative histories or architectural descriptions. Rather, the intent is to succinctly describe the character of the resources, including relevant details about historical trends, setting, prevalent architectural styles, etc. The description should include a brief statement of significance for the resources, descriptive enough to give the reviewers a sense of why these resources are important to the municipality.

7. Historic Resource Protection in Your Community

- A. Briefly explain your community's local historic preservation program. Mention and briefly describe the various boards, commissions, community organizations, and municipal staff involved in implementing the program. The discussion need not be limited to areas regulated by ordinance and can include the interrelationships between community revitalization efforts, open space and natural resource programs, heritage tourism initiatives, etc. The text should make specific reference to how historic preservation issues are reflected in the municipality's comprehensive or other planning efforts.
- B. Enter the approximate NUMBER of total properties within the boundaries of all LOCALLY DESIGNATED historic districts within the municipality. Include districts designated under the Historic District Act and the Municipalities Planning Code. Do not include National Register districts, unless the boundaries of the local districts are the same as the local boundaries
- C. Enter the NUMBER of LOCALLY DESIGNATED individual historic resources within the municipality. Generally, this will only be applicable to communities who have enacted zoning overlay ordinances under the Municipalities Planning Code.
- D. Enter the NUMBER of individual Certificate of Appropriateness applications reviewed by a HARB or Historical Commission in 2013. through an administrative re in 2013. This may include zoning applications for historic resources if they were reviewed by the HARB, Historical Commission, or similar body.

PART III - PROJECT DESCRIPTION

The project description consists of 10 questions regarding project work. These questions should be answered completely, yet concisely. **Work described in the narrative must directly relate to items shown in the project budget.** When completing this section, ensure that the answers reflect PHMC's Project Selection Criteria (listed on page 6). **The entire project description must not exceed five (5) pages.**

8. Project Overview

Use this section to provide a brief summary of the project, why it is important, and why it must be undertaken. Be sure to mention the specific tasks, programs, and/or products that will be supported by grant funds.

9. Relationship to Pennsylvania's Statewide Historic Preservation Plan 2012-2017

- In this section please describe how the activities for which the municipality is seeking grant funds relates to the Goals and Action Items in the current *Statewide Historic Preservation Plan 2012-2017*.
- The Plan is available on the PHMC website and can be found by clicking by the following link:
<http://phmc.info/historicpreservation>
- Applicants should pay special attention to the Objectives and Action Items on pages 41-49 of the plan. Goal 1, for example, addresses a wide variety of actions to be taken to increase local government involvement in historic preservation and applicants may find one or more relevant items in that section.
- The text for this question should describe how their project/proposal will help achieve specific Objectives and Action Items. Please refer to the Objectives and Action Items by number in the text.

10. Project Phases

- A. State whether this project is part of a multi-phase project. For example, if you are proposing to survey or re-survey historic resources in your municipality, but the number of resources will require this work to be completed over multiple years, you should check YES.
- B. If the project is phased, state for which project phase funding is sought (i.e. phase 1 of 3).
- C. Describe the overall project and how this phase relates to the overall project.

11. Project Need and Methodology

- State the goals of the project and describe how your organization will complete the project, outlining each step used to achieve your goals. The information contained in this section is critical to PHMC's understanding of the project. Be as specific as possible in describing how your project will be completed. This section should include a detailed discussion of the following:
 - Why the community needs the project or program: Define the problems, issues, or challenges.
 - How the project or program will be implemented to address those needs: Describe the specific tasks and/or products.
 - The order in which these tasks and/or products will be completed: Provide a chronology of the essential events in implementing your project or program (which may include events such as distributing a request for proposals, hiring a consultant, holding public meetings or workshops, and submitting project products for PHMC review).

12. Project Timetable

List specific deadlines for each step shown in your project methodology (e.g., October 15, 2014 – Request for Proposals

distributed). Projects generally should not start until a signed grant agreement is in place with PHMC. PHMC grant funds cannot be used to pay for work completed or costs incurred prior to the August 1 project start date.

13. Project Products

Indicate the outcomes of the project or program, particularly including any tangible products you expect will be generated as a result of this project (e.g., National Register of Historic Places nomination, historic preservation plan, fifty Pennsylvania Historic Resource Survey Forms, manuscript for publication, design guidelines, etc.).

14. Project Impact and Educational Value

- A. Describe how the grant supported activities will assist local preservation efforts or support the development of preservation-related materials for the local government or community. Explain how project products or services will be utilized by the municipality to more effectively preserve historic and cultural resources and achieve the goals described in Question 7A of the application.
- B. It is important for the public to be aware of the proposed project or program and the federal CLG funding that you are requesting to support it. Describe how the municipality will promote the receipt and use of the grant, if successful. For example, will the municipality issue a press release or post a notice on the municipal website? If the funding is project specific, will there be a kick-off event or a meeting to gather public comments? Describe how this grant will help to raise general awareness of historic preservation and cultural resource in the community.

15. Letters of Support

Each application must include at least two (2) letters of support from local governments, organizations, or institutions that may benefit from the project. These letters provide the reviewers with a sense of local support for the municipality's preservation efforts, beyond the staff and the HARB or commission members. It is highly recommended that a support letter be submitted from the highest-ranking official(s) of the municipality in which the project will be located. Letters of support may be addressed to: *Serena Bellew, PHMC/BHP, Commonwealth Keystone Building 2nd Floor, 400 North St., Harrisburg, PA 17120-0093.*

16. Project Personnel

Provide information on the consultant and/or paid personnel, and describe the roles of any staff members or volunteers whose hourly rates are itemized in the budget as in-kind match.

- A. **Project Coordination:** State who will direct the project and who will be responsible for the various components of fieldwork, writing analysis, etc. Describe the qualifications of the project staff. ***Personnel performing architectural and archeological research must meet the minimum requirements defined by the Secretary of the Interior's Professional Qualification Standards under 36 CFR 61 (available on the web at www.cr.nps.gov/local-law/Prof_Qual_83.htm or from PHMC).***
- B. **Grants Management:** Identify the person who will be responsible for overseeing the financial and reporting requirements, and describe their experience with managing a grant of this type. List the name, title, address, daytime phone number and email address of the individual(s) who will be managing this grant, if not the contact person.
- C. **Personnel Resumes:** Attach a resume for each person identified above who is performing a key project task. All consultants must be selected through a competitive process. ***Resumes must be limited to one or two pages of experience relevant to the project. Longer curriculum vitae are not acceptable.***

17. Other Project Funding

- A. Identify and describe the source, type, and amount of funds currently in hand by your organization for this project. Documentation that these funds are in hand must be submitted as part of this application. This documentation may consist of a financial statement, commitment letter or other proof that the applicant has matching funds or in-kind support dedicated for the project.
- B. Identify and describe the source, type, and amount of funds your organization does not currently have in hand, but reasonably expects to have available for this project prior to August 1, 2014.

Part III – Project Budget

18. Prepare a realistic budget for the proposed project. The budget must match the tasks mentioned in the narrative and should specify such expense categories as personnel, travel, equipment, supplies, rental costs, etc.

Purchase of equipment (i.e., computers, printers, cameras, etc.) that has a useful life that will extend beyond the period of the grant is strongly discouraged, and may be subject to recapture by PHMC.

The salaries of person(s) currently on staff and identified as project personnel will be considered as cash match only if their involvement with the project is outside of the scope of their normally assigned duties. Otherwise, that salary cost should be considered as in-kind match. The budget must list names and/or titles of project workers, if known at time of application, and each of these individuals should also be identified in the Project Personnel section above. Salaries for all individuals working on the project must be broken down into the number of hours times their hourly rate. It is acceptable to provide a daily rate, however, the rate for all staff shown in the budget must be presented in a consistent manner (i.e., all staff at their hourly rate, or all staff at their daily rate). Volunteer and intern labor must also be quantified in the budget. The budget should show the number of volunteers times hours or days contributed. PHMC staff, Commission members, and State historic Preservation Board members may not receive remuneration from any CLG grant funds.

Mileage must be calculated at \$.56/mile. (This rate is subject to change. Please confirm the current federal/state mileage reimbursement rate before completing the budget page.) **Volunteer time can be valued at \$21.94/hour.***** Please refer to the Matching Share Requirements on page 7 of the Grant Program Guidelines for more information on calculating match.

***This is the value assigned to volunteer time in Pennsylvania for CY2013 by the Independent Sector as of October 2014. http://independentsector.org/volunteer_time.

Ensure that these budget numbers match those in Part I, Section 4, of this application.

The following sample budget is provided to illustrate both the process and format CLG Grant project budgets **MUST** follow. Typically, proposed budgets include more line items and fewer round numbers, but the format remains essentially the same. Keep the budget to one page. *See the sample budget on the following page for additional information.*

- Calculate the total cash needs of the project:

Design Review Consultant (lump sum)	<u>\$25,000</u>
TOTAL CASH NEEDS:	\$25,000

- Calculate the available in-kind match, usually provided by applicant organization(s):

City Planner/grant manager	<u>\$7,200</u>
TOTAL IN-KIND CONTRIBUTION:	\$7,200

- Add the total cash needs and available in-kind match together to find the total project cost. In this example, the total cost is \$32,200. The CLG grant would provide \$15,000 in **reimbursable** cash, and the applicant organization would need to provide \$17,200 worth of match, comprised of \$10,000 in cash and \$7,200 in-kind staff time.
- Once a workable budget structure has been prepared, enter the line items on the budget chart provided. Items should be organized by cost category so that similar costs are grouped together, regardless of whether they are cash or in-kind items. Rates of pay and similar cost breakdowns should be included in each line item. Attach any estimates you have obtained to the application.

- 19.** Identify each source(s) of matching funds, both cash and in-kind. If more than one organization or entity is providing support, identify each organization and the kind and amount of match. See the sample budget on the next page for more details. Include letters of commitment from cash donors outside of the local government.

SAMPLE BUDGET

LINE ITEMS	CLG GRANT FUND	OTHER PROJECT FUNDING		TOTAL
		CASH MATCH	IN-KIND MATCH	
PERSONNEL				
Contractual Services Design Review Consultant	\$15,000	\$10,000		\$25,000
City Planner (240 hours X \$30/hour)			\$7,200	\$7,200

TOTALS:	\$15,000	\$10,000	\$7,200	\$32,200

Donor: Borough of Anytown
Source: CDBG
Kind: Cash In-Kind
Amount: \$10,000

Donor: Borough of Anytown
Source: Personnel/General Operating
Kind: Cash In-Kind
Amount: \$7,200

Part IV – SIGNATURES

20. Public Information Disclosure Statement

All applicants are required to acknowledge that they have read the following statement regarding the Pennsylvania Right-to-Know Law:

The contents of this application may be subject to production in compliance with the requirements of the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101 *et seq.* If you are submitting information that you believe is not a public record, as defined in 65 P.S. § 67.102 (“public record”), please advise PHMC of the same at the time that you produce the information as part of your grant submission. Failure to do so may result in waiver of defenses to production, such as confidential proprietary information, trade secret or other reasons for non-production.

If the PHMC receives a Right-to-Know request, the application and attachments may be made public unless you notify the PHMC staff that some of the information is intended to be private. Final decisions on what information should be redacted will be made by PHMC counsel.

21. Authorization Statement

All applicants must sign this statement declaring that all information contained in the application is true and accurate to the best of their knowledge. The person who signs this statement must have the legal authority to obligate the applicant.

22. Application Checklist

Use this checklist to ensure that the grant application is complete. To be considered complete, all application packages must include a CLG Grant application form, resumes of key project personnel, two letters of support for the project, and proof of matching funds. Applicants must submit one original and five (5) copies of the completed application package to PHMC. In addition, applicants must email an electronic version (PDF or WORD) of the application form only to Andrea MacDonald via email to: amacdonald@pa.gov. Incomplete applications may not be reviewed

Part V – Debarment Form

All CLG Grant applicants must sign and date the U.S. Department of the Interior Certifications regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying.